

## Job Description

<p><b>Post:</b></p>	<p><b>Assistant Headteacher Teaching and Learning</b></p>
<p><b>Key Role</b></p>	<p>The key focus of this post is to ensure:</p> <ul style="list-style-type: none"> <li>• Exceptional teaching and learning provision across the whole school</li> <li>• High quality CPD for all staff</li> </ul> <p>The Assistant Headteacher will work closely with the Headteacher and SLT to ensure that there is effective strategic and operational leadership throughout the school. They will be expected to demonstrate the impact their leadership has on the school, pupils and staff.</p>
<p><b>Main Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Lead, develop and monitor assiduously the quality of teaching, learning and assessment across the school and ensure the teaching and learning policy is implemented consistently and effectively</li> <li>• Develop, lead and manage effective strategies to further improve standards of teaching, learning and assessment</li> <li>• Develop, lead and manage effective strategies to improve standards of teaching, learning and assessment by use of appropriate technologies across the school</li> <li>• Conduct reviews of curriculum areas rigorously and with an attention to detail</li> <li>• Develop the teaching and learning skills of all teachers through a rigorous programme of CPD</li> <li>• Ensure that staff are appropriately held to account and that pupils continue to make excellent progress through high quality provision</li> <li>• Maintain a visible and professional profile within the school</li> <li>• Be an active member of the school community, to model and support its Mission Statement and ethos, and to ensure staff and pupils follow this example</li> <li>• Inspire, motivate and influence staff to reach the highest standards in all aspects, ensuring they secure excellent outcomes for pupils and themselves</li> <li>• Present a coherent and accurate account of performance to a range of stakeholders</li> </ul>
<p><b>Additional Duties</b></p>	<p>The Assistant Headteacher will also be expected to fulfil the responsibilities of a teacher, with timetable commitment, agreed on appointment and reviewed annually.</p>
<p><b>Senior Leadership Team</b></p>	<p>The School Senior Leadership Team is the key leadership group within the school, as well as having a major role to play in its daily operation. All members of the SLT have particular responsibility for the development, delivery, monitoring and evaluation of whole school systems and practices, the support and supervision of middle leaders and ensuring good discipline. They play a crucial role, through systems of line management, in ensuring that the School Improvement Plan continuously drives the school forward. This ensures that the ethos of the school remains a permanent focus. It is the responsibility of the SLT to ensure that the vision for the school is delivered by working effectively with all staff.</p> <p>SLT members are expected to attend whole school functions, to represent the public face of the school and to organise programmes for inspectors and other visitors. This is vital for the school to maintain a good public profile and for positive relations within both the local and wider community.</p>

	<p>Each member of the School Leadership Team is expected to take assemblies, chair meetings and establish SLT presence around the school. Line management is shared among the team.</p> <p>Precise responsibilities within the School Leadership Team are determined based on the experience and skills of the team members. At regular intervals colleagues exchange some responsibilities for purposes of professional development. It would be useful for candidates to identify areas of expertise or interest in leadership and management in their application.</p>
<p><b>Professional Requirements</b></p>	<ul style="list-style-type: none"> <li>• All teachers are reminded of the school’s Mission Statement</li> <li>• All teachers are employed by the Governing Body and must have due regard to the Catholic character of the school</li> <li>• They must not do anything detrimental to the interest of the same as outlined in the Contract of Employment</li> </ul>
<p>This appointment is subject to the current conditions of employment of teachers contained in the School Teachers’ Pay and Conditions Document, the required standards for Qualified Teacher Status, other current educational legislation and the school’s articles of governance.</p> <p>This job description may be amended at any time following discussion between the Headteacher and member of staff, and will be reviewed annually.</p> <p><b>The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</b></p> <p><b>The successful applicant will be subject to an Enhanced DBS disclosure.</b></p>	